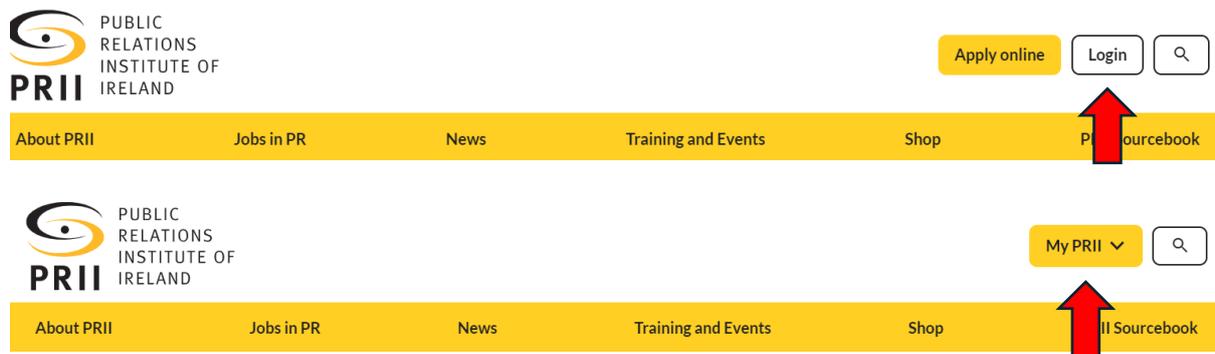


Updating your profile

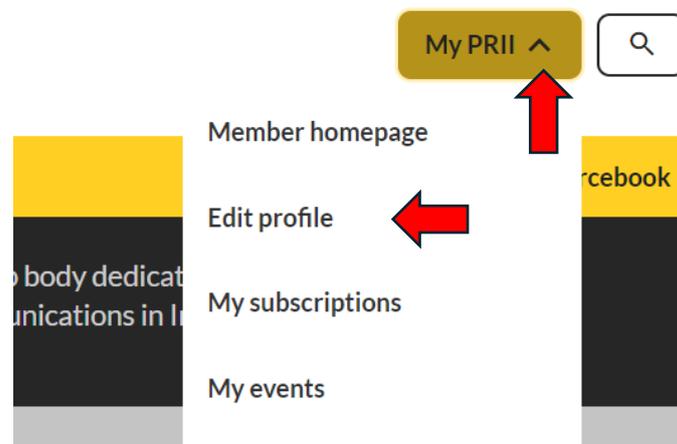
Make sure you are logged in. If you see the Login button as below you need to select it and use your email address and password. You can tick the Remember Me box if you wish to remain logged in.

If you cannot remember your password there is a Forgotten Password button on the bottom left hand corner of the login screen.



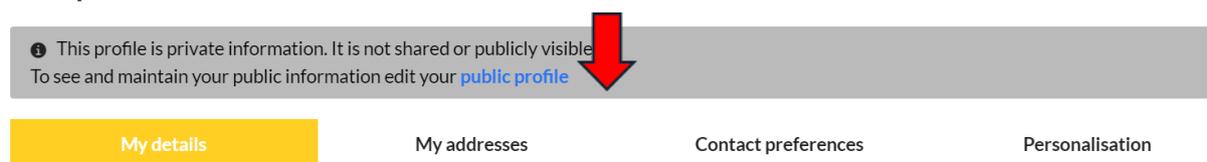
Confirm your details are correct

Once you are logged in you, using the drop-down button on My PRII you will get a menu, one of which is Edit Profile.



On selecting Edit Profile you will see the following screen

Edit profile



Before you worry about the bit in grey you should **update your details in the My details, My address, Contact preferences and Personalisation** tabs. The information you enter here will be mirrored in the Public Profile section for you to decide whether or not you wish to show them.

The important sections include:

My details: Name, telephone number, company name, job title, about your role etc.

My address: Here you can put different addresses (if you wish) for default, billing and correspondence. You can enter an address and not make it any type of default address.

If you are including your company address as one of your addresses please put the company name in the Address 1 line.

Contact preferences: Is how you wish to be contacted

Personalisation: This is where you select topics that would interest you. This will help us to role out targeted services.

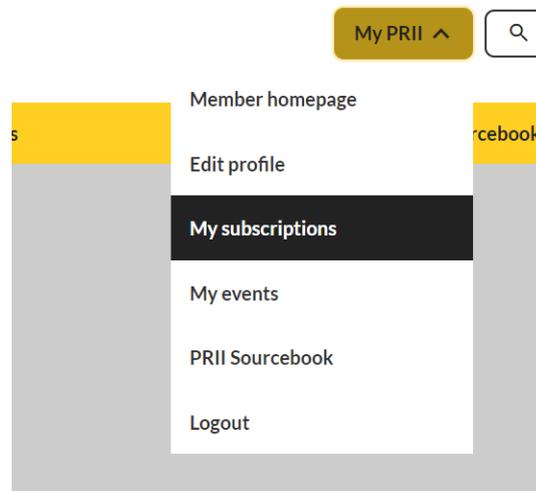
Edit profile



Now back to the grey bit. The first line is confirmation the information you enter in the My Details, My address, Contact Details, Personalisation is all private information.

On clicking the Public Profile button you go to a new screen where you select what if anything you want to appear in, for example, the Sourcebook's members directory. The details you will see here are what you entered in the My details etc. sections.

Next go into **My subscriptions**



Once in you may see the following message on the My subscriptions screen

My subscriptions

Current subscriptions 1

Past subscriptions 1

Your subscription is missing a billing address. Please set your billing address to ease your payment process.

Annual Fixed subscription - PRII Membership: Full

PRII Membership: Full

Options ▾

This will happen the first time you go into My subscriptions whether or not you have defaulted a specific address in My address to billing address.

To change this for My subscription click on the Options drop-down button

address to ease your payment process.

PRII Membership: Full

Options ▾

Add/Edit billing address

Amount
€336.00 per year

And select Add/Edit billing address. Your “My Address” options should appear, and you can chose which one you require.